



DEPARTMENT OF PUBLIC SOCIAL SERVICES

WELFARE FRAUD PREVENTION & INVESTIGATIONS SECTION

Number
03-04

Date:
03/13/03

Administrative Memorandum

SUBJECT: PROCESSING JAIL MATCH ABSTRACTS

REFERENCE: All County Letter 98-10 dated February 19, 1998

CANCELS: None

FILE IN:

I. PURPOSE/BACKGROUND

This Administrative Directive releases procedures for processing Jail Match abstracts received from the California Department of Social Services (CDSS).

The Jail Reporting System (JRS) was developed by the CDSS in July 1996 as a result of Senate Bill (SB) 1556. This bill requires city and/or county jails to report information on individuals incarcerated over 30 days to CDSS. Those individuals are then matched against the Medi-Cal Master Eligibility File (MMEF) to determine if they are currently receiving assistance.

The initial match criteria is the Social Security Number (SSN). A secondary match that includes name, any known alias, date of birth and sex is also done when the SSN's do not agree.

II. POLICY

The Jail Match manifest and abstracts are received by the Welfare Fraud Prevention and Investigations Section (WFP&I). The information is only a fraud indicator. The manifests and abstracts are received in two separate batches, one matched by SSN and the other matched by name, DOB and sex. Both batches must be processed.

III. PROCEDURES

A. Welfare Fraud Investigator (WFI)

1. Upon receipt of the monthly Jail Match Reporting System manifest and abstracts, the WFI shall:
 - a. Review each abstract.
 - b. Highlight the Date of Incarceration and Actual Date of Release located on the top portion of abstract. (Attachment II)

- c. Identify abstracts that do not need further investigation, using the following criteria:
 - The participant was released within 90 days of incarceration (compare the date of incarceration with the actual date of release.)
 - The incarcerated person is under 13 years of age.
 - The name, DOB, Gender and SSN do not match. (This is rare but possible)
 - d. Annotate the match as Negative - Administrative Disposition on:
 - the abstract printout
 - the JRS manifest (Attachment I)
2. For the remaining matches, the WFI shall review the Leader Inquiry and Profile screens to determine if the individual is currently receiving assistance.
- a. If the case has been denied or terminated or the individual has been deleted from the FBU, the WFI shall:
 - Attach a LEADER printout to the abstract.
 - Annotate the abstract and the JRS manifest as Negative – Administrative Disposition
 - b. If LEADER shows the individual is currently aided, the WFI shall:
 - Compare the effective date of aid with the date of incarceration.
 - Review LEADER and/or SFIS to determine the date the individual was fingerprint imaged on SFIS. (Example: date of incarceration was 10/02/02 and aid was approved on 10/12/02, it is likely that this individual was released from jail prior to approval of aid, since they would have to be fingerprinted at time of application. However, if the aid was approved prior to incarceration on 10/02/02 potential fraud exists.)
 - If application or approval date is later than incarceration date, annotate abstract and manifest as Negative – Administrative Disposition
 - File manifest in binder

The abstracts for these negative findings are filed and kept for one year, and then are to be shredded.

3. All “potential fraud” Jail Match investigations must be put on LEADER, and must be closed on LEADER when the investigation is completed.

If the potential for Fraud exists because the individual received aid after the incarceration date, the WFI shall:

- a. Input Fraud Referral information to LEADER
 - b. For cases with a Legacy case number, complete Facts Input Document (FID)
 - c. Send a Future Action Control (FAC), User Control Request to the district requesting that the EW re-evaluate eligibility. Be sure to include the JRS Run Date on the FAC.
 - d. Print a copy of the FAC and attach it to the Jail Match Abstract
 - e. Complete JRS logs for potential Fraud
 1. One log for Legacy case numbers
 2. One log for LEADER case number
 3. File logs in binder for easy access.
 - f. Annotate the actions taken (FAC sent, Referral input to LEADER, FID completed, etc.) on JRS log
 - g. Control for disposition from district within 45 days of initiation of FAC.
4. When the case disposition is received from the district, the WFI shall:
- a. Review LEADER Inquiry and Profile screens to confirm corrective action taken on **Positive** findings. Print and attach all necessary LEADER screens in order to complete the monthly savings report.
 - b. Record the response on the JRS log (Negative or Positive) and the date received.
 - c. Complete a Facts Input Document (FID) as Negative (D1) or Positive (B1) for cases with a Legacy number
 - d. Close investigation on LEADER
5. If no disposition is received from the district, the WFI shall:
- a. Send a second notice to district 45 days after initial FAC was sent.
 - b. Annotate log with date of second request.
6. If no disposition is received 15 days from second request, check LEADER to determine if any corrective action was taken on case
- a. If action was taken to terminate or reduce grant or allotment:

- Check case comments, etc. for reason the action was taken. If case was terminated or reduced due to Jail Match information, follow instructions in section III A 4 above.
- b. If no action was taken:
 - Annotate referral as Negative on control log in Red ink. (Red Ink will alert the WFI that case is negative-code EI for report purposes)
 - a. Complete FID for Legacy cases closing investigation with negative findings, code E1
 - b. Close investigation on Leader.


7. Monthly Reports:

- a. Sort all FACs received in report month by run date.
- b. Separate positive response from negative responses within each run date.
- c. Maintain all documents for each monthly report in a separate gray folder.

(Note: Accurate controls must be maintained.)

- a. The manifest for each run date must be annotated with the date the run was received.
- b. Each FAC must show the run date.
- c. The control log is updated with the information received from the districts (In order to locate the correct control log, the log must be accurate).

Questions regarding this memorandum should be directed to your supervisor.


Luther Evans, Director
Welfare Fraud Prevention & Investigations Section

LE:MH:jr

STATE OF CALIFORNIA
REPORT JRS171P ROSTER FOR AFDC/FS
COUNTY: LOS ANGELES

DEPARTMENT OF SOCIAL SERVICES
JAIL REPORTING SYSTEM
MATCHED AGAINST
MEDI-CAL MASTER EXTRACT FILE (MMEF)
NAME MATCH

RUN DATE: 02/03/2003
PAGE NUMBER 1

S S N	S V C	N A M E	D.O.B.	SEX	ETHNIC CODE	CD	AID	CASE NO	F B U	PER NO	DIST	WORKER
568-08-2740	J	RODRIGUEZ	08/08/1955	F	2	19	30	Q6F0281	1	02	002	A305
562-13-3234	J	CHAVEZ	11/13/1968	M	2	19	30	U41FF48	2	30	002	B404
552-65-4356	J	RENDON	12/07/1974	M	2	19	09	B08H750	1	01	002	F107
546-71-3222	J	CARDOZA	07/03/1966	M	2	19	09	B045F29	1	01	002	GA04
570-65-2808	J	MONCADA	05/05/1979	M	2	19	09	2800646	1	01	002	GA06
500-57-0225	J	MENACK	05/31/1950	F	3	19	90	TA26A97	3	02	002	GI05
555-19-8354	J	GONZALES	07/01/1969	F	2	19	90	B04CZ58	1	01	002	GI08
555-51-4482	J	AVELLANEDA	07/25/1954	M	2	19	90	B08QS50	1	01	002	GI08
573-21-3052	J	HOPPER	07/14/1956	M	1	19	90	B034B98	1	01	002	GI09
431-02-0456	J	FORTE	01/16/1954	M	3	19	09	7897246	1	01	002	GNSA
553-61-1271	J	LOGAN	03/30/1980	M	3	19	90	B05QK63	1	01	002	GRS1
550-19-8933	J	WILLIAMS	09/03/1961	M	3	19	90	B001C19	1	01	003	BGA0
557-45-9828	J	GONZALEZ	07/08/1969	F	2	19	90	T47C5AA	2	02	003	BGA0
562-55-8822	J	PATRON	07/23/1975	M	1	19	09	B004F91	1	01	003	C119
546-84-8702	J	THOMPSON	09/26/1957	F	3	19	30	B01LD44	1	01	003	E102
550-19-9042	J	JOHNSON	12/07/1963	F	3	19	30	B001137	1	01	003	E106
564-53-7373	J	BULLOCK	08/17/1977	M	3	19	30	B004387	1	01	003	E106
550-94-9292	J	LOITTO	02/25/1955	M	1	19	30	B04M227	1	01	003	FG04
439-43-8929	J	DATIS	07/28/1981	M	3	19	09	B000M61	1	02	003	FM03
568-61-4917	J	CAMPOS	10/08/1975	M	2	19	09	U935A27	1	01	003	F202
572-39-5157	J	RICE	10/24/1972	M	3	19	09	2535992	1	01	003	F202
549-96-2778	J	BOCCARA	05/01/1961	M	3	19	90	B00Z306	1	01	003	GE93
546-19-8819	J	BARNES	02/28/1970	M	3	19	90	B00HS16	1	01	003	GE99
559-83-0912	J	UNZUETA	05/07/1969	M	2	19	90	B035D79	1	01	003	GRBC
566-50-2085	J	DANIEL	07/13/1939	M	3	19	90	B005X94	1	01	003	GR22

RUN DATE: 02/03/2003

DEPARTMENT OF SOCIAL SERVICES
JAIL REPORTING SYSTEM
MATCHED AGAINST
MEDI-CAL MASTER EXTRACT FILE (MMEF)
NAME MATCH

STATE OF CALIFORNIA
REPORT JRSJOP ABSTRACT FOR AFDC/FS
COURTY: LOS ANGELES

JRS FACILITY DATA:

--- FACILITY NAME --- ORI NUMBER BOOKING NUMBER INCARCERATION DATE EXPECTED RELEASE DATE ACTUAL RELEASE DATE CREATION DATE FACILITY USE
LOS ANGELES CA0190000 007493484 11/13/2002 03:24 12/30/2002 15:56 01/01/2003
S-S-N NAME D.O.B. SEX DL/ID FBI NMBR CII NMBR PLACE OF BIRTH
000-00-0000 CHAVEZ ROBERT 11/13/1968 M 2M6D658 674099FA5 A07984021 CALOSANGE

NEXT OF KIN

FATHER'S NAME

MOTHER'S MAIDEN NAME

ST ZIP CITY CA 00000

STREET ADDRESS 315 GENEVA STREET 2 GLENDALE

JRS MATCHING DATA

--- MATCHED KEY ---
CHAVEZ ROB 11/13/1968 M

JRS MATCHING DATA

562-13-3236 CHAVEZ
F B PER DIST WORKER CASE NAME
U NO 2 30 002 B004 CHAVEZ ROBERT

CURRENT MONTH
FEB 03

JAN 03 FEB 03 MAR 03 APR 03 MAY 03 JUN 03 JUL 03 AUG 03 SEP 02 OCT 02 NOV 02 DEC 02
A F M O A F M O A F M O A F M O A F M O A F M O A F M O A F M O A F M O A F M O
Y Y Y N Y Y Y N Y Y Y N Y Y Y N Y Y Y N Y Y Y N Y Y Y N Y Y Y N Y Y Y N Y Y Y N
CO 19 CO 19 CO 19 CO 19 CO 19 CO 19 CO 19 CO 19 CO 19 CO 19 CO 19 CO 19 CO 19

CONFIDENTIAL INFORMATION *****
